

# MEENAKSHI SINGH

Artist | Creative Writer | Data Entry & Support Executive

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New Delhi, India. 

I am a creative and detail-oriented individual with experience in call support, content writing, and data entry, with strong communication and typing abilities. I enjoy expressing thoughts through art, poetry, and writing, and continuously improving my skills through learning and practice. I am currently preparing for stenographer and government competitive exams, and actively developing discipline, speed and accuracy in writing and computer operations. I believe in consistency, growth, and working with a positive approach.

## EDUCATION

**Bachelor of Arts (B.A. Programme)**  
University of Delhi – School of Open Learning  
**Year:** 2024

**Senior Secondary – Class 12 (Arts)**  
Govt. Girls Sr. Sec. School, K-Block Jahangir  
Puri, Delhi – CBSE  
**Year:** 2021

## TECHNICAL SKILLS

- **Computer & Office Tools:** MS Word, MS Excel, Internet Browsing, File Handling, Email Writing
- **Typing & Stenography:** Typing practice, Document formatting, Basic shorthand
- **Writing & Creativity:** Content Writing | Poetry | Ideas & Concept building
- **Soft Skills:** Fast learner, Adaptable, Client-focused,

## CERTIFICATIONS

- **Stenographer Certificate:** Completed stenography training with typing and shorthand practice.
- **Computer Diploma (Basic Computer & MS Office):** Trained in MS Word, MS Excel, PowerPoint, Internet & File handling.

## PROFESSIONAL EXPERIENCE

**Customer Support (Call Center) – 6 Months**  
Feb 2021 – July 2021

- Handled customer queries and calls effectively.
- Maintained communication records and call logs.
- Built confidence in communication & convincing skills.
- Learned to handle customer complaints with patience.
- Improved listening skills and problem understanding.
- Practiced professional phone etiquette & polite interaction

**Content Writer (Part-Time) – 4 Months**  
Aug 2021 – Nov 2021

- Wrote short articles, thoughts, poems & creative content.
- Improved writing presentation & research approach.
- Created engaging content for digital use.
- Developed ability to write in different tones & styles.
- Learned basic editing, proofreading & formatting.
- Enhanced creativity through daily writing practice.

**Data Entry Operator – 1 Year**  
Jan 2022 – Jan 2023

- Entered data accurately & maintained spreadsheets.
- Worked with MS Word, Excel & document formatting.
- Focus on accuracy, time management & workflow.
- Handled confidential data responsibly.
- Learned organized storage & file management.
- Performed repetitive tasks efficiently without errors.

**Currently: Preparing for Stenographer / Govt. Exams**

- Learning typing, speed writing & accuracy development.
- Completed stenographer certificate training.
- Practicing english & Hindi grammar regularly.
- Developing exam strategy and time-based question solving.
- Focused on personal growth and competitive preparation.